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1 April 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Records Program and the NIS Coverage Plan

REFERENCE : USIB - D - 51 1/14 22 March 1968

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1. In response to Mr. Coffey's inquiry as to "any possible impact on the Records Program" the referenced memo may have, I contacted Analysts of our Central Staff, Officers at the Records Center and Logistics Printing Services and visited with [REDACTED] (Room 1008, Magazine, [REDACTED] who is responsible for production of the National Intelligence Survey publications. My summary response is set forth in paragraph 6 below.

2. The following NIS conditions have existed in recent years and will probably continue according to the tenor of the NIS Plan:

a. Approximately 250 separate NIS printing jobs are usually completed during the year.

b. Between 375 and 500 copies of each NIS publication are usually printed for each job.

c. After the original distribution is completed by Printing Services, 125 copies of each job are sent to us at the Agency Archives and Records Center for Supplemental Distribution. (Some 250 jobs times 125 copies totals 31,250 copies to the Center.)

d. The more active trouble spots of the world usually causes the Records Center to distribute all 125 copies in a few months in response to direct requests. The NIS has about 6,000 services per year.

e. When the supply drops to 25 copies the Center notifies [REDACTED] in RII/OSI/PO. In about 50% of the notifications he will order a reprint of some 125 to 225 additional copies and send them to the Center for future distribution requests. He estimates there are 50 - 75 reprint jobs per year costing \$1,500 to \$2,000 each. He estimates an annual reprint cost of about \$100,000.

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f. The 8,000 cubic foot volume of NIS copies in the Center is reasonably constant with a gradual increase over the years. The "Maintenance Issues" will obsolete and replace those on hand. For the NIS there is no purging or reduction of total copies available after three and six years as there is for other supplemental distribution material.

g. The disposal arrangement was reviewed and tightened in 1963. The OBGI officials have been very cooperative and prompt in eliminating unnecessary storage of obsolete issues of the NIS.

h. The Records Center personnel have calculated the volume of current and record copies of the NIS in the Archives as 200 cubic feet. I personally viewed the two NIS sets maintained by OBGI on the 9th and 10th floors of the Magazine Building and found each to be about 95 cubic feet in volume.

3. We in the Records Program have no problem servicing the NIS. The distribution procedures are efficient and periodic disposition adjustments are arranged without delay or difficulty. Otherwise, we have absolutely no influence in the NIS creation or maintenance. Because of our position we cannot presume to suggest that the operation consider Microfiche, videotape, or other miniaturization possibilities. For example, the Atomic Energy Commission requires each contractor to submit a certain number of copies of his report on Microfiche. The original Microfiche negative with some 60 images costs about \$1.15 and each copy costs 9 cents, the AEC Records Officer informed me. (A sample is attached.) Because much of the NIS material is color coded there may be need for a different reference coding system on the more expensive color Microfiche.

4. Unfortunately, some years ago one component in OBGI tried for two years to microfilm its maps. The users were dissatisfied and maintenance operations were costly. The microfilm project was discontinued and the operation returned to hard copy. The Records Center has 7,000 cubic feet of maps on hand. The current NIS contains many maps and I was told the trend is toward even greater inclusion of colored maps and charts.

5. Nonetheless, the quality and standardization of Microfiche has sufficiently improved to warrant renewed and more serious consideration by the Agency's several publishing offices. It is my personal suggestion that the NIS should be published in both hard copy and Microfiche for a two-to-five-year trial period. The availability of the Microfiche copies should be well advertised to all users of the NIS. Eventually, most of the supplemental distribution should be Microfiche and the few extra copies on paper should have limited availability only upon special justification. I believe that many small offices, ships, submarines, and so forth would be

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eager to convert their large reference files for a complete set of the NIS in one ten-drawer card cabinet. They would need a \$1,200 film reader-printer about the size of a portable television. I believe this low pressure availability of NIS on Microfiche could eventually result in much greater conversion to microminuturization. Consider the convenience of the N. Y. Times on microfilm for reference purposes. We must start someplace and it must be soon. Another feasibility is Videotape files, although this is more expensive and requires specialized equipment and personnel. At least part of the Agency's product should be available to users in a miniaturized form. Unless one major reference product starts the trend we will never develop systems, equipment, and conversions for microminuturization.

6. As a direct response to Mr. Coffey's inquiry I would state: The planned production of various sections of the NIS will result in an annual paper creation of 100,000 copies (an average of 400 copies times 250 jobs). The Agency Archives and Records Center will store 30,000 copies and (based on a 10% sampling of our service record we find) they will respond to 6,000 NIS requests for one to thirty copies for a total of 60,000 copies during the year. The 125 copies we receive from each of the 250 NIS printing jobs gradually will be distributed but they will be replaced by reprints or new issues. There are almost 100 different NIS's with about 34 sections for each. One complete current set of the NIS is 95 linear feet. The current volume on hand is 8,000 cubic feet. Although the Records Program actively participates in the distribution and disposition of the NIS it has no jurisdiction over the NIS content, creation, or operating system. We do feel there is adequate justification for a Feasibility Study to determine the advantages and disadvantages of putting some of the 500 printed copies of each NIS on Microfiche for the next 2 to 5 years, and informing all users of its availability. Use of Microfiche, Videotape, or other miniaturization at the time of creation could provide tremendous savings in office space worldwide and would be the initial step leading to the possible microminuturization of much of the Agency's long-range reference production. Such a development, besides saving office space and mailing costs, could benefit the Records Program and probably do much to preclude the need to again enlarge the Agency Records Center in 1977.

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Distribution:

Orig- Addressee

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1- Records Center

1 -RAB (Microfilm) ✓

Records Administration Branch

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Copy circulated to:

Attachments:

Sample AXC Microfiche

Referenced USIB Memo

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DDS/SSS/RAB: [redacted] bjw (1 Apr 1968)

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